

4-2147

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LOWER CAPE MAY REGIONAL SCHOOL DISTRICT

and
Secretary/Clerks
SECRETARIAL/CLERICAL CONTRACT

For the School Years

X 1981-1983

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LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
SECRETARIAL/CLERICAL CONTRACT 1981-82 - 1982-83

I. APPROVED HOLIDAYS

A. During the regular school year the holidays for the secretarial/clerical staff will be the same as the holidays indicated on the school calendar adopted each year by the Board of Education. In addition, secretaries/clerks shall have Independence Day and Labor Day as holidays. If the holiday occurs on a Saturday, secretaries/clerks shall have the prior Friday off. If the holiday occurs on a Sunday, secretaries/clerks shall have the following Monday off.

1. Any of these are to be considered regular work days if it should become necessary (due to excessive closing caused by inclement weather) to conduct classes for pupils.
2. In addition, the secretaries/clerks shall be excused from work on such days that weather conditions necessitate closing school for students.

II. INSURANCE PROTECTION AND PRESCRIPTION POLICY

- A. The secretarial/clerical staff shall be eligible for Blue Cross, Blue Shield, Major Medical, Rider J paid by the Board of Education; Blue Cross Prescription Plan \$1.00 deductible for which the Board of Education pays 50% of the cost.
- B. The Board shall create an account of \$150.00 in 1981-82 and \$300.00 in 1982-83 for each secretary/clerk which shall be for the purpose of reimbursing each secretary/clerk for any medical expense for herself or her family which is not covered by any other insurance provided herein. This account is for each school year and is non-accumulative. There shall be two (2) reimbursement dates each school year. Receipts shall be submitted to the Secretary of the Board of Education or her designee by November 30 and/or May 30. Payment dates shall be on or before December 31 and on or before June 30.

III. SICK LEAVE POLICY

- A. Sick leave shall be based on one day per full month of employment, accumulative.
- B. For the school year 1981-82, secretaries/clerks who retire from the district and qualify for pension in accordance with the provisions of the Pension and Annuity Fund shall be reimbursed for unused sick leave (above 75 days) at the rate of 20% of her per diem (calculated at 1/240 of annual salary at the time of retirement) rate provided at least fifteen (15) years of employment in the Lower Cape May Regional School District. Commencing the school year 1982-83, secretaries/clerks who retire from the district and qualify for pension in accordance with the provisions of the Pension and Annuity Fund shall be reimbursed for unused sick leave at the rate of 25% of her per diem.

(calculated at 1/240 of annual salary at the time of retirement) rate provided at least fifteen (15) years of employment have been completed in the Lower Cape May Regional School District.

IV. VACATION LEAVE POLICY

- A. After full employment of one year, secretaries/clerks shall be entitled to vacation leave totaling two (2) calendar weeks, after five years employment, vacation leave will increase to three (3) calendar weeks, after twenty years, vacation leave will increase to four (4) calendar weeks.
- B. All twelve month employees (completing a full fiscal year) shall be entitled to vacation pay even though their services terminate at the close of the fiscal period. This policy is based on the premise that the employee has earned this benefit by employment during the preceding fiscal year.
- C. Vacation privileges are not affected by extended absence that is covered by approved accumulated sick leave.
- D. When absence from the job is prolonged (over and beyond the approved accumulated sick leave) then vacation leave shall be based on the ratio of total time on the job during the fiscal year.
- E. Vacations are to be arranged so complete office continuity is maintained. The building Principal will first approve the dates before they become effective. June 1 each year will be the deadline for receiving vacation requests. Seniority shall have preference.
- F. If separation, regardless of cause, occurs before the close of the fiscal year (June 30), an employee forfeits all rights under the policy.

V. GENERAL

- A. Office hours
 - 1. School Calendar - Secretary/clerk workday shall be eight hours per day, including a forty-five minute lunch, to commence not earlier than 7:00 a.m., and terminate not later than 4:30 p.m.
 - 2. Summer - 8:00 a.m. - 2:00 p.m.
- B. Break Periods
 - 1. A ten (10) minute break period will be provided to personnel for personal needs during both morning and afternoon.
- C. Tenure
 - 1. Tenure shall be acquired by all secretaries/clerks after satisfactory employment following a period of three (3) consecutive calendar years in accordance with State Statutes.

VI. PERSONAL LEAVE POLICY

1. All twelve (12) month employees shall be entitled to three (3) days each year to use for personal reasons. Further, they shall have five (5) days granted for death in the immediate family including spouse, children, mother, father, sister, brother, grandfather, grandmother, grandchild, granddaughter, and in-law, each occurrence. One (1) day leave may be requested for death of a close friend at the discretion of the Superintendent.

VII. NEW EMPLOYEES

1. Recommendation for salary step placement for new personnel will be at the discretion of the superintendent, based upon clerical experience.
2. In the event a switchboard operator-clerk is transferred to the position of secretary/clerk, then and in that event, said switchboard operator-clerk shall be placed on the step of the salary schedule of the clerical staff which step would assure said switchboard operator-clerk that such transfer would not result in a salary reduction.

VIII. TRAVEL REIMBURSEMENT

1. In the event a secretary/clerk should have to use her automobile for school related travel such as banking, pick up and/or delivery of school materials, conferences (employment related), she shall be compensated at the IRS standard mileage by the IRS, as of July 1 of the contract year.

IX. MATERNITY LEAVE

1. Secretaries/clerks may apply for and be granted sick leave due to pregnancy for a period not to exceed four (4) weeks before and four (4) weeks after delivery of the child. Medical certification shall be required in accordance. The Board retains the right to have its own physician verify the medical certification. The number of sick leave days shall not exceed the number the individual has accumulated.

X. CHILD-REARING LEAVE

1. Secretaries/clerks may apply for and may be granted child rearing leave for the balance of the school year during which the child bearing leave, as specified above, occurs. Secretaries/clerks absent less than ninety school days shall receive an increment, the following year upon return and all benefits shall be restored.

LOWER CAPE MAY REGIONAL SCHOOL DISTRICT
SECRETARIAL/CLERICAL SALARY GUIDE 1981-1982 & 1982-1983

| <u>(1981-1982)</u> | | | | <u>(1982-1983)</u> | | | |
|--------------------|-------------------------|----------------------|-----------------------|--------------------|-------------------------|----------------------|-----------------------|
| <u>STEP</u> | <u>CLERK TYPIST</u> | <u>GUID/ CST</u> | <u>ADM. SECT.</u> | <u>STEP</u> | <u>CLERK TYPIST</u> | <u>GUID/ CST</u> | <u>ADM. SECT.</u> |
| 1 | 7,439 | 7,870 | 8,248 | 1 | 7,889 | 8,346 | 8,747 |
| 2 | 7,781 | 8,232 | 8,627 | 2 | 8,252 | 8,730 | 9,149 |
| 3 | 8,123 | 8,594 | 9,007 | 3 | 8,615 | 9,114 | 9,552 |
| 4 | 8,466 | 8,956 | 9,386 | 4 | 8,978 | 9,498 | 9,954 |
| 5 | 8,808 | 9,318 | 9,766 | 5 | 9,341 | 9,882 | 10,356 |
| 6 | 9,150 | 9,680 | 10,145 | 6 | 9,704 | 10,266 | 10,759 |
| 7 | 9,492 | 10,042 | 10,524 | 7 | 10,066 | 10,650 | 11,161 |
| 8 | 9,834 | 10,404 | 10,903 | 8 | 10,429 | 11,033 | 11,564 |
| 9 | 10,177 | 10,766 | 11,283 | 9 | 10,792 | 11,417 | 11,966 |
| 10 | 10,519 | 11,128 | 11,663 | 10 | 11,155 | 11,801 | 12,368 |
| 11 | 10,861 | 11,490 | 12,042 | 11 | 11,518 | 12,185 | 12,771 |
| | | | | 12 | 11,881 | 12,569 | 13,173 |
| 13 | 11,203 | 11,852 | 12,422 | 13 | 12,244 | 12,953 | 13,575 |
| 16 | 11,545 | 12,214 | 12,801 | 16 | 12,607 | 13,337 | 13,978 |
| 19 | 11,888 | 12,576 | 13,180 | 19 | 12,970 | 13,721 | 14,380 |

LONGEVITY: \$125.00 given per year after Step 19 up to thirty (30) years.

7/23/81
Date

7/23/81
Date

7/23/81
Date

7/23/81
Date

7/23/81
Date

[Signature]
Board President

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Board Secretary

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Secretary/Clerk Representative

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Secretary/Clerk Representative

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Secretary/Clerk Representative